



DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO REGION  
INDIAN HEALTH SERVICE



THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT 

**VACANCY ANNOUNCEMENT**

FD-08-113

**OPENING DATE**

October 22, 2008

**CLOSING DATE**

November 5, 2008

**POSITION**

Nurse Specialist

**LOCATION AND DUTY STATION**

Fort Defiance Indian Hospital  
Division of Clinical Services  
Nursing Services – Pediatric Nursing  
Fort Defiance, Arizona

**GRADE/SALARY**

GS-0610-11: \$64,198 - \$78,643 per annum\*

\*SPECIAL SALARY RATE UNDER 5 USC 5303

**NUMBER OF VACANCIES**

ONE (1) Vacancy, PCN: MC9204

**APPOINTMENT**

- ☒ PERMANENT  
☐ TEMPORARY NTE: \_\_\_\_\_

**WORK SCHEDULE**

- ☒ FULL-TIME  
☐ PART-TIME  
☐ INTERMITTENT

**AREA OF CONSIDERATION**

- ☐ COMMUTING AREA  
☐ NAVAJO AREA WIDE  
☒ IHS WIDE  
☐ DHHS WIDE

**SUPERVISORY/MANAGERIAL**

- ☐ YES, MAY REQUIRE ONE YEAR PROBATION  
☒ NO

**PROMOTIONAL POTENTIAL**

- ☐ YES, TO GRADE: \_\_\_\_\_  
☒ NO KNOWN POTENTIAL

**HOUSING**

- ☒ GOVERNMENT HOUSING MAYBE AVAILABLE  
☐ PRIVATE HOUSING ONLY

**TRAVEL/MOVING**

- ☒ MAYBE PAID FOR ELIGIBLE EMPLOYEE  
☐ NO EXPENSES PAID

**DUTIES:** This position is located in the Division of Clinical Services, Ambulatory Medicine Branch Outpatient Pediatric Clinic of the Fort Defiance Indian Hospital (FDIH), at Fort Defiance, AZ. The employee works under the supervision of the Chief Nurse Executive. The purpose of this position is to provide care coordination to children and youth with special health care needs (CYSHCN) at FDIH. Care coordination is a process of continuous patient assessment and care planning, coordination of care, integration of services, and evaluation.

Provides highly specialized care coordination services to pediatric patients with chronic conditions that require a long-term plan of care, working collaboratively as a member of a multidisciplinary health care team. Facilitates patient/family access to Medical Home providers, staff, and resources. Assists with or promotes the identification of Service Unit CYSHCN; adds to and maintains chronic disease registry and uses registry to plan and monitor care; properly applies inclusion/exclusion criteria and case finding strategies so as not to over or under-identify patients. Facilitates patient/family access to available medical, psychological, developmental, educational, social, and financial services and supports. Develops and implements comprehensive care plans with patient/family/team (emergency plan, medical summary, and action plan as appropriate), and evaluates and continually monitors/updates/alters these plans based on patient/family needs and unmet needs, strengths, and assets. Coordinates inter-organizationally with family, Medical Home, and involved services and agencies; facilitate "wrap around" meetings or team conferences and attend community/school meetings with family as necessary. Understands eligibility requirements, referral processes, and funding details for available public and private sector services and programs; catalogs these details and formulates procedures

that facilitate access to these services as dictated by individual patient need. Skillfully facilitates and maximizes effectiveness of interactions between all Medical Home team members, the family, and outside services and agencies. Serves as the point-of-contact, advocate, and informational resource for family and community partners/payers, including having a close working relationship with the Service Unit Contract Care Department. Cultivates and supports primary care & subspecialty co-management with timely communication, inquiry, follow-up, and integration of information into the care plan. Builds care relationships and patient-specific skills among family and team; supports the primary care-giving role of the family. Educates, counsels, and supports; provides developmentally appropriate anticipatory guidance; in a crisis, intervenes or facilitate referrals appropriately. Serves as a consultant and resource person to Service Unit staff, including physicians, nurses, therapists, pharmacists, dentists, etc. on issues regarding CYSHCN and their care.

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**QUALIFICATION REQUIREMENTS:** Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet the following requirements.

**POSITIVE EDUCATION REQUIRED:** YES

**LICENSURE REQUIRED:** YES

**BASIC QUALIFICATIONS:** *Education:* Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant.

Candidates must have 52 weeks of specialized experience equivalent to at least the GS-09 grade level to qualify for the GS-11 grade level.

**SPECIALIZED EXPERIENCE:** Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Qualifying specialized experience includes professional nursing care work

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** **OFFICIAL TRANSCRIPTS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT TO RECEIVE CREDIT FOR EDUCATION.** Graduate-level education must have been in nursing with a concentration in a field of nursing (e.g., teaching, a clinical specialty, research, administration, etc.) or in a closely related non-nursing field directly applicable to the requirements of the position to be filled.

**SELECTIVE PLACEMENT FACTOR:** *Registration:* Applicants must have active, current registration as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. Please submit a copy with your application.

**TIME-IN-GRADE REQUIREMENTS:** GS-11 – Candidates applying under the provisions of the Merit Promotion Plan must have completed 52 weeks of specialized experience at the GS-09 level to qualify for the GS-11 grade level.

**CONDITIONS OF EMPLOYMENT:** **IMMUNIZATION REQUIREMENT** – All persons born after December 31, 1956 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunization will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position that requires regular work at a Service Unit.

**REASONABLE ACCOMMODATION:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

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**NOTE:** Refer to OPM Handbook Qualification Standards, Series **GS-0610** for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information contact your Servicing Personnel Office. In order to obtain educational credit, you are required to provide college transcripts by the closing date of this announcement.

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### **WHO MAY APPLY:**

**Merit Promotion Plan (MPP) Candidates:** Applications will be accepted from status eligibles (e.g., reinstatement and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

**Excepted Service Examining Plan (ESEP) Candidates:** Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Examining Plan. These candidates **MUST** indicate on their resume or, application, whether their resume or application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Current IHS employees and those applicants eligible for reinstatement or transfer who do not indicate which procedures they are applying under will be considered under merit promotion only.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

**VETERANS:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years of more of continuous active service may apply.

**COMMISSIONED OFFICERS:** Commissioned Officers may indicate an interest in being considered by submitting a resume. Commissioned Corps applicants will be evaluated by the Human Resources Office against the applicable Preston standard or the civil service standard, if no Preston standard exists. These applicants must describe the experience gained in their two most recent positions and provide the dates they occupied those positions.

In addition, Commissioned Corps applicants must also provide information regarding education including degrees obtained and schools attended and they must include home/work telephone numbers if this information is not contained in the resumes. When required by the vacancy announcement, these applicants must provide specific information related to any knowledge, skills and abilities which are being used as selective factors. Commissioned Corps applicants may also be required to submit proof of Indian Preference and proof of possession of the appropriate license.

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**INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.** If you are currently a DHHS employee who has received a Reduction In Force (RIF) separation notice or a certificate of expected separation, you may be entitled to receive special priority consideration under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration, you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limit) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Excepted Separation (CES) and the date of the RIF separation has not passed and you still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application package.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.

4. Be currently employed by DHHS in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meets the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodations and are able to satisfactorily perform the duties of the position without undue interruption.

**INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).**

If you are a displaced Federal employee, you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered employees.
  - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
    1. Received a specific RIF separation notice; or
    2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies it is unable to place; or
    3. Retired with a disability and whose disability annuity has been or is being terminated; or
    4. Upon receipt of a Reduction-in-Force (RIF) separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
    5. Retired under the discontinued service retirement option; or
    6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area; OR
  - B. Former Military Reserve or National Guard Technician who is receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

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**EVALUATION CRITERIA:** Evaluation will be made of experience, performance appraisal, training, letters of commendation, self development, awards and outside activities that are related to the position. To receive full credit for your qualifications, provide a narrative statement that fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishment and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for whether or not you are highly qualified for the position. Describe your qualifications in each of the following (See attached Supplemental Questionnaire for definitions):

1. Knowledge of professional nursing concepts, practices and procedures.
2. Ability to evaluate the quality of care through comprehensive review of documentation.
3. Knowledge of health care management principles and techniques.
4. Skill in interpersonal relations.

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**NOTE:** The Declaration for Federal Employment (OF-306), **AND** the IHS Addendum to the OF-306 must both be completed and submitted with your original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding “Yes” to any one of the two questions on the Addendum can make you ineligible for employment in this position. ***If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.***

***This position is designated as a Child Care Position under Public Law 101-630 and Public Law 101-647.***

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**HOW & WHERE TO APPLY:** All applicants must submit **one** of the following to the Fort Defiance Indian Hospital, Human Resources Branch, P.O. Box 649, Fort Defiance, Arizona 86504, **by close of business, 5:00 p.m. MDT, on the closing date of this announcement.**

1. OF-612, Optional Application for Federal Employment; OR
2. \*Resume; or OR
3. \*Any other written application format; PLUS Official Transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

A copy of an **Official Bureau of Indian Affairs Preference Certificate, BIA Form 4432**, signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but **MUST** state that such documentation is contained in their Official Personnel Folder (OPF).

**\*INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veteran's Preference Certificate – DD-214, indicating Discharge and/or SF-15 – if claiming 10-points. Veteran's Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles;
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior employee;
7. Highest Federal civilian grade held (give series and dates held);
8. High school – Name, City, State (zip code if known), and date of Diploma or GED;
9. Colleges and Universities – Name, City, State (zip code if known), Majors, Type and Year of any Degrees received (if no Degree shows Total semester or Quarter Hours earned). (Attach Transcripts);
10. Work Experience (paid and nonpaid) – Job, title, duties and accomplishments, Employer's Name and Address, Supervisor's Name and phone number, starting and ending dates (month/year), hours/week, and salary.
11. Indicate if we may contact your current Supervisor.
12. Job-related Training courses, Skills, Certificates, Registrations and Licenses (current only), Honors, Awards, Special Accomplishments.

**NOTE:** Applicants who do not submit the information requested above will be given credit only for the information they provide and may not, therefore, receive full credit for their Veteran's Preference determination, Education, Training and/or Experience.



**THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION**

**APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES WILL NOT BE CONSIDERED.**

**APPLICATIONS MAILED USING GOVERNMENT POSTAGE OR THROUGH AN INTERNAL GOVERNMENT MAIL SYSTEM WILL NOT BE CONSIDERED.**

**ADDITIONAL SELECTIONS:** Additional or alternate selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

**INDIAN PREFERENCE:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

**VETERANS:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years of more of continuous active service may apply.

**SELECTIVE SERVICE CERTIFICATION:** If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

**EQUAL EMPLOYMENT OPPORTUNITY:** SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

**FOR MORE INFORMATION CONTACT:** Larrisa T. Emerson, Human Resources Specialist by telephone: (928)729-8256 or by e-mail: larrisa.emerson@ihs.gov

/s/ Larrisa T. Emerson October 21, 2008  
HUMAN RESOURCES CLEARANCE      DATE

**EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER FD-08-113. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOMES THE PROPERTY OF THIS HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED.**

## SUPPLEMENTAL QUESTIONNAIRE

Nurse Specialist

**1. KNOWLEDGE OF PROFESSIONAL NURSING CONCEPTS, PRACTICES AND PROCEDURES.** The is knowledge of professional nursing principles, practices and procedures required to develop and implement comprehensive care plans for children and families with complex medical, psychological, developmental, educational, social, and financial needs conditions and issues. What in your background indicates you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

**2. ABILITY TO EVALUATE THE QUALITY OF CARE THROUGH COMPREHENSIVE REVIEW OF DOCUMENTATION.** This is the ability to analyze data and reach conclusions using professional nursing judgment to develops and implements comprehensive care plans with patient/family/team (emergency plan, medical summary, and action plan as appropriate). This includes evaluating and continually monitoring, updating, and altering these plans based on patient/family needs and unmet needs, strengths, and. What in your background indicates you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

**3. KNOWLEDGE OF HEALTH CARE MANAGEMENT PRINCIPLES AND TECHNIQUES.** This is the working knowledge of health care management principles and techniques to integrate and apply contract health services/alternate health care delivery systems to facilitate patient/family access to available medical, psychological, developmental, educational, social, and financial services and supports. This includes understanding eligibility requirements, referral processes, and funding details for available public and private sector services and programs. What in your background indicates you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

**4. SKILL IN INTERPERSONAL RELATIONS.** This is the skill to provide information and instruction in a clear, concise and courteous manner, perceptiveness in dealing with others, and the ability to exercise tact and mature judgment in meeting and dealing effectively with a variety of individuals and groups, representing various types of medical/social situations. What in your background indicates you possess this skill?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

#### CERTIFICATION

I **certify** that all of the statements made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

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Signature of Applicant

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Date